

## Chief Finance Officer

<b>Reports To:</b>	Tribal Council
<b>Supervises:</b>	Finance Department Staff
<b>Location:</b>	Happy Camp Administration Office
<b>Salary:</b>	Depends on Experience
<b>Classification:</b>	Full Time, Regular, Exempt

**Summary:** As a key member of the Tribe's Management Team, the Chief Financial Officer (CFO) has primary responsibility for ensuring the financial integrity of the Tribal government organization by recommending, implementing and enforcing sound fiscal management policies and procedures. The CFO trains and supervises the Finance Staff to operate fiscal management systems and serves as the Tribe's principal liaison with external organizations concerning financial accountability.

### 1) What are your typical job responsibilities?

- Supervise staff that prepares payroll, accounts payable, accounts receivable, travel, and other accounting functions
- Reconcile or supervise reconciliation of bank statements and general ledger accounts
- Obtain workers compensation and liability insurance
- Prepare the Tribe's Indirect Cost Proposal
- Prepare budgets for the BIA Compact, IHS Compact, and Indirect Cost Pool.
- Prepare for annual audit
- Complete various reports for granting agencies such as the fiscal portion of the HRSA UDS reports and OSHPD reports
- Write and updating fiscal policies
- Prepare financial statements
- Review grant proposals
- Provide the Tribal Council with financial information to help them make fiscally responsible decisions
- Monitor the Tribe's finances to ensure financial stability
- Organize archived fiscal records
- Attend Tribal Council meetings

### 2) How do you really spend your day?

Some of the things that I do in a typical day follow:

- Answer a lot of questions
- Answer phone calls
- Review other peoples work
- Work on the computer – Microfund, Excel, Word, Email
- Participate in meetings
- Create reports and spreadsheets
- Train and evaluate staff
- Complete continuing education training

- Work on solutions to problems that arise

**3) How do you organize your day to ensure you get everything done?**

I organize my day to work on projects with immediate deadlines first. Once these items are completed, I work on items that are due throughout the year such as budgets, indirect cost proposals, HRSA UDS, OSHPD, etc. Some days there are so many interruptions that I do not work on planned items at all. I do not get everything done each day. There is always more that can be done.

**4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?**

I have a Bachelor of Science degree in business administration and I am a certified public accountant. I have worked in the accounting field for over 20 years. I was not exposed to a lot of job choices and did not explore a lot of options. I chose to become an accountant because I like math and there are a lot of jobs available in the accounting field.

**5) Uppers; what is the thing that you love most about your job?**

- Working for an organization that does a lot of good things to help people
- Being involved with management decisions
- Interacting with the Tribal Council
- Working with a lot of nice people and have a very good staff
- Good work hours and decent pay

**6) Downers; what is the thing that you love least about your job?**

- Correcting other people's mistakes
- Doing backlogs of work
- Short deadlines
- Not having someone on staff with more accounting experience to ask questions

**7) What inspires, excites, and/or motivates you in your job?**

- I am inspired and excited when a creative solution to a nagging problem is found
- I have a strong work ethic and am motivated by wanting to do a good job

**8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?**

- During my career, I have worked a lot of extra hours, but I am not doing so as much any more.
- The days include all of the above. The number of hours spent on each task varies a lot from day to day.

**9) How do you relieve stress?**

- Train staff to help minimize the things that cause work related stress
- Yard work
- Long hot showers
- Deep breaths
- Vacations

**10) Does your job include a lot of traveling? No Do you enjoy it? Yes**

**11) What advice would you give to someone interested in this line of work?**

- Make sure this is the type of work you really want to do every day. Very few people consider accounting to be an “easy” or “fun” job.
- Get a good education
- Work your way up to this position by taking jobs with increasing levels of responsibility
- Like and understand math
- Have a logical mind
- Be organized
- Be patient

**12) What does “a day in your world” look like?**

- What I do each day varies. Most days are spent in the office from 8:00 to 5:00 with an hour off for lunch. Occasionally the job involves job related travel.